



MINNEHAHA COUNTY
invites applications for the position of:
Records Technician

All applications must be submitted by 5:00 p.m.
on the date the position closes.

SALARY: \$14.44 - \$15.55 Hourly

OPENING DATE: 08/03/10

CLOSING DATE: 08/17/10 05:00 PM

GENERAL INFORMATION:

The Minnehaha County Register of Deeds office invites applications for a Records Technician to perform a variety of support work concerning vital records and documents recorded in the Register of Deeds office. This is a full time position with day hours Monday through Friday.

EXAMPLES OF DUTIES INCLUDE:

Provide direct and telephone assistance and information to the public and other agencies and businesses concerning recorded documents, property and lien searches, issuances of vital records pursuant to procedures established by law, etc. Periodically receive documents to be recorded, along with required fees. Scan, image, and microfilm all recorded documents including mortgages, deeds, liens, plats, and military discharge records, etc. Perform basic proofing during the scanning and microfilming processes. Open and disburse the mail. Prepare outgoing mail.

MINIMUM QUALIFICATIONS:

High school diploma or GED plus two years general clerical office work or equivalent combination of education and experience. Requires skill in operating a computer keyboard, 10-key, various scanners, and general office machines with reasonable speed and accuracy. Working knowledge of general office practices and exceptional telephone communication skills. Effective communication skills and the ability to establish and maintain effective working relationships with employees, other agencies, and the public. Attention to detail and ability to be precise. Ability to follow inter-office guidelines and procedures as well as various recording requirements set by South Dakota Codified Law.

PREFERRED QUALIFICATIONS:

Associate's degree in business administration or closely related field. A minimum of five years of office work experience. A minimum of two years customer service experience. Work experience at a vital records office, title/abstract office, real estate office, or a law office.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://jobs.minnehahacounty.org>

Job #10-23
RECORDS TECHNICIAN
JA

OUR OFFICE IS LOCATED AT:
415 N Dakota Avenue
Sioux Falls, SD 57104
605-367-4337
jobs@minnehahacounty.org

Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, pregnancy, marital status, sexual orientation, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.
